

HURRICANE EVACUATION

Travel Entitlements and Procedures

DEFINITIONS

- **Safe Haven** – a location named in the evacuation order, or subsequent modification to that order to which dependents are directed to relocate on a temporary basis to await a decision by competent authority to either return to the PDS, or proceed to a designated place.
- **Designated location** – a location selected by evacuated dependents as a permanent residence when competent authority determines that they may not return to the PDS, if at all. Dependents transported to a designated place must establish a permanent residence as soon as practicable.
- **Evacuation Authority** – The commander of an installation.
- **Evacuation**- The authorized or ordered movement of dependents from a specific area in CONUS, when authorized or ordered by the appropriate authority. Evacuation refers to movement or departure from one area to another (both areas may be in the same city or each may be in a different city).
- **Per Diem** - The combination of lodging and meal allowances paid at a specific location. The standard CONUS rate is \$60 for lodging, and \$31 per day for each traveler over the age of 12. Certain locations receive higher rates, and these are listed in the Joint Federal Travel Regulations, and on the Internet at <http://www.dtic.mil/perdiem>.
- **Limited Evacuation**- The ordered movement of members' dependents from their residences in CONUS to the nearest available accommodations (which may be government quarters), when authorized or ordered by the appropriate authority.

ELIGIBILITY

Who

Military members, their dependents, civil service employees, and their dependents, and escorts for dependents who are unable to travel alone, who are ordered by competent authority (wing commander or designee) to evacuate. Competent authority **does not** include local civilian authorities. Military members acting as escorts must be designated by their commander for specific individuals (i.e. their dependents or those of another member who might be TDY) and put on orders as escorts with the individuals being escorted annotated on the orders.

When -

The wing commander orders the evacuation, and the duration of the ordered evacuation. ***Travel in anticipation of the ordered evacuation is not reimbursable.***

When the evacuation status of a member's Permanent Duty Station (PDS) is terminated and competent authority authorizes dependents to return to the member's PDS, per diem allowances at the former safe haven will terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control.

Where -

The military official authorizing/ordering the evacuation may specify a limited evacuation location, any safe haven location within a specified distance from the evacuation location, or any CONUS safe haven location, as appropriate.

For the purposes of Hurricane Ivan, approved safe havens are Louisiana, Mississippi, Alabama, Arkansas, and Tennessee. Evacuation to any other location is not reimbursable.

Entitlements

Entitlements for Evacuation travel, and Designated location travel can be found in the Joint Federal Travel Regulation, Vol 1, Chapter 6, and the Joint Travel Regulation, Vol II. Both of these regulations are posted to the Per Diem and Travel Allowance Committee's Web Site at WWW.DTIC.MIL/perdiem.

TRAVEL

For military members/employees, transportation by Privately Owned Vehicle (POV) is allowed at a rate of \$.37.5/mile for the authorized distance. If government transportation is provided for the evacuation, and the evacuees decide to travel by private means; transportation expenses are not reimbursable. ***Dependents traveling in the same vehicle as the member are not reimbursed for travel.***

Dependents traveling separately are paid \$.15/mile for the first traveler, and .02/mile for each dependent traveling in the same vehicle, to a maximum of \$.20/mile per vehicle.

For the purposes of Hurricane Ivan, travel by POV is the only reimbursable, authorized mode of transportation. PCS rules apply and only up to 2 vehicles will be reimbursed. Travel by motor home and motorcycle is not reimbursable. Travel by air, train or bus is not authorized or reimbursable.

LODGING

Lodging is reimbursed based on the rate at the safe haven location. Members/employees are paid up to the maximum lodging amount allowed in the Joint Federal Travel Regulation (JFTR). Actual Expense Allowance (AEA) is not authorized for evacuation.

Members and their dependents may stay in Temporary Living Facilities for more than 30 days without losing their Basic Allowance for Housing.

First 30 days:

Dependents over the age of 12 receive up to 100% of the members/employees rate, and under 12 receive 50% of the members/employees rate.

The maximum lodging is equal to the combined maximum lodging of all the authorized travelers.

Day 31-180:

Dependents over the age of 12 receive up to 60% of the authorized per diem rate for the safe haven location.

Under 12, receive up to 30% of the maximum lodging rate for the location.

After 180 days, no entitlement for lodging or per diem exist.

MEALS

The meal allowance is paid as a flat rate, regardless of expenditure. The rate is determined by the traveler's location, and listed in the JFTR. On the first and last day of travel, 75% of the regular daily rate will be paid regardless of time of departure or return.

Dependents older than 12 years of age, receive the members/employees rate, under 12 receive 50%.

RATES

The per diem rates can be found on the Internet at "<http://www.dtic.mil/perdiem/>". Any location not listed will be paid at \$60 for lodging and \$31 for meals (Standard CONUS rate).

Dependents traveling separately

If the member is currently assigned to Hurlburt Field, then the members unit independently lists any dependents traveling separately from the member or if the member is deployed.

For dependents, in the local area, of members assigned to a remote location, the Military Personnel Flight will issue evacuation orders.

TRAVEL CLAIMS

Members

The member will file a travel claim for their travel, and any dependents accompanying them. Any claims must include itemized lodging receipts (regardless of amount), and receipts for any official expense claimed over \$75.

Dependents

Dependents over the age of 18 traveling separately will file a claim in their own right, payable to them. Non-DOD civilians can be reimbursed for travel, if they accompany a dependent incapable of traveling alone, and the member or spouse is unable to evacuate the dependent.

Allowable Expenses

- Lodging for traveler and dependents up to max amount authorized for the safe haven location. (a receipt is required showing itemized costs for lodging, and applicable taxes)
- ATM Fees and cash advance fees (Government issued charge card only)
- Official Phone calls (must be approved by unit orders approving official)
- Per diem for meals on a daily flat rate basis. Individual meals need not be claimed. Meals are also considered not available at government facilities so it is not necessary to procure statements of non-availability. On the first and last day of travel, the meal rate is payable at 75% of the regular daily rate.
- If the family has no privately owned conveyance at the safe haven location, a local travel allowance of \$25 per day is payable.

Expenses not reimbursed

- Lodging while staying with friends or relatives unless a bona fide lease or agreement is signed by both parties.
- Pet related expenses (boarding, kennels, transportation...)
- Home preparation expenses
- Automobile expenses – repair, maintenance, oil etc...
- Grocery expenses (per diem is paid)
- Non-official calls
- ATM Fees for personal credit/debit/ATM cards.
- Commercial Carrier Tickets (Airlines, bus, train)

UNIT PROCEDURES

The unit will issue travel orders for all members assigned, and their dependents. DD Form 1610 will be used for all military members, their dependents and DOD civilian personnel. Invitational orders will be issued for Non-DOD civilian escorts for dependents, incapable of traveling alone.

ORDERS

The member's/employee's unit will issue travel orders for any evacuation. The orders can be issued prior to the evacuation, or as confirmatory orders after the fact. Travel of military members, civilian employees, and dependents of civilian employees are funded by the unit, on a reimbursement basis. Officer and Enlisted Dependent travel is funded by Air Force open allotment; the appropriation will be provided as appropriate.

The orders should show the name, Social Security Number (SSAN), and grade of the traveler, as well as the names, ages and relationships of any dependents entitled to travel. SSAN for the payee is also required.

Advances

Use of the Government Travel Card (GTC) is authorized. Members who have a GTC will use the card for any necessary advances. If the member does not have a GTC, they are entitled to a cash advance not to exceed \$364 per person over the age of 12. Dates, times, and location for issuance of advance payments will be announced in a Battlestaff Directive.

Group orders

It is not necessary to do individual orders for each traveler, as long as the relevant information is on the group orders. (This is not group travel.) Orders must show the member's and dependents names, as well as the date of marriage for spouses, and the dates of birth for dependent children. (similar to PCS orders). SSAN for the payee is also required.

Travel Vouchers

Travel Voucher processing times and location for mass filings will be established after the termination of the evacuation has been issued by the installation commander.